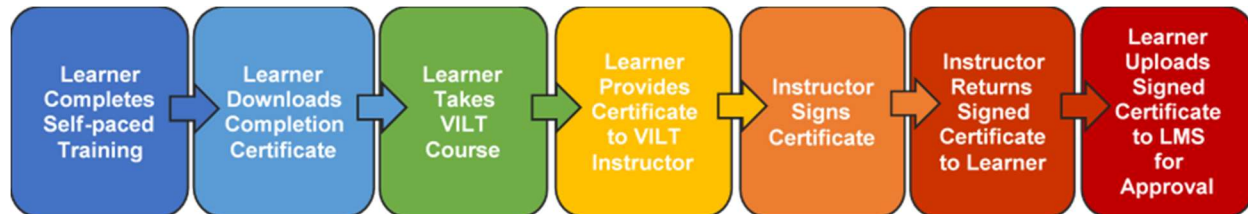


VILT Process for Entities with Authorized Trainers



PART ONE: Retrieving your VILT Certificate (“Entry Ticket”)

1. In order for learners to complete their learning pathway, a Virtual Instructor-Led Training (VILT) component is required.
2. After completing the self-paced training in your learning pathway, you will be issued an unsigned certificate which will serve as an "Entry Ticket" to the learning pathway's VILT component. You will receive an e-mail saying that it is time to retrieve your ticket.
 - This Entry Ticket will serve as proof to the authorized eVA trainer at your agency/entity that you have completed all the requirements for attendance in the Virtual Instructor Led Training (VILT).
 - Entry tickets look like the sample below with a space for the eVA trainer to validate after you have taken the VILT.



eVA Training

Virtual Instructor-Led Training (VILT)

May 16, 2022



3. This ticket will need to be provided to an authorized eVA trainer at your agency/entity PRIOR to taking the VILT. If you do not know who your authorized trainer is, please refer to [this list](#) located on the eVA Transition Training website.
4. You may find your ticket in the **Resources** section of the **Catalog** course in the VIP LMS. You may also find it listed in your "Transcript" for download. Please see the screenshots below for a look at how these tickets may appear.

The screenshot displays the eVA LMS interface. The top section shows a course completion status with a 'Completed' badge, a '100%' progress indicator, and a 'Certificate' icon. Below this, a 'Leaderboard Points' section shows '10' points. A blue arrow points from the 'Certificate' icon to a table of certificates. The table has columns for 'Course Title', 'Valid from', 'Expires', and 'View'. The 'Instructor Led Training "Catalog" Entry Ticket' is highlighted with a red box.

Course Title	Valid from	Expires	View
Forum 2019 - Certification Checklist	November 18, 2019 2:41 PM		Download
Instructor Led Training "Catalog" Entry Ticket	November 18, 2021 10:03 AM	May 18, 2022 11:03 AM	Download
NIGP: Grabbing Regulations & Compliance	May 11, 2021 8:46 AM		Download
Summer 2020: COVID-19: The State Lab's Role in Fighting a Global Pandemic	November 4, 2020 3:07 PM		Download
Summer 2020: How to Score a Touchdown in Small Purchases	November 25, 2020 8:02 AM		Download

5. Your entry ticket has an expiration date. Should your ticket expire, you will need to retake the learning pathway's self-paced training and assessment in order to be issued a new ticket.

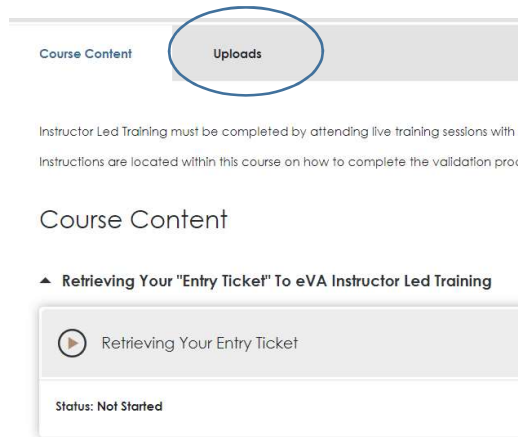
PART TWO: Returning your VILT Certificate ("Entry Ticket")

1. After you complete the VILT course, your trainer will return a signed copy of the certificate to you.
2. Navigate to the VILT course in the LMS. In the course you'll see an "Uploads" tab. Clicking on the tab will take you to a location where you can upload your signed entry tickets from your received virtual instructor-led training.

eVA Training

Virtual Instructor-Led Training (VILT)

May 16, 2022

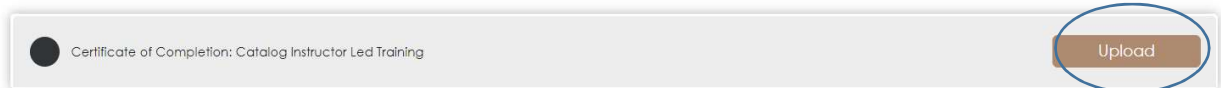


3. Click on the "Upload" button to upload your signed ticket for approval. Any upload issues should be reported to the VIP Learning Management System help desk at absorb@dgs.virginia.gov

***Please note that unsigned certificates/tickets will be denied.

Uploads

View the PDF documents in this course for full instructions on how to retrieve and return your entry tickets for final course completion.



4. When your uploaded signed ticket has been reviewed and approved, you will automatically see completion of the VILT item in the VIP LMS along with all associated certificates and badges. Congratulations!